

**Town of Arlington**  
**Office of the Town Clerk**  
Massachusetts Avenue  
Arlington, MA 02476



Tel: 781-316-3070  
Fax: 781-316-3079

## NOTICE REGARDING CAMPAIGN FINANCE INFORMATION

### **OCPF Getting Started**

OCPF regularly updates their webpage to provide detailed guides, short one-topic videos to answer common questions, fillable forms, and the option to register to file campaign finance statements online, which is useful even for candidate without a committee or spending.

<https://www.ocpf.us/Filers/GettingStarted> and scroll to Local Offices.

All candidates for townwide office should file an organizing document with the Town Clerk. This is a public record and lets residents learn about your candidacy.

All candidates should file an [M101](#) with my office and indicate if they have a committee or not. Candidates who will raise money must file the M101 before raising or spending any money. All money raised, spent or loaned and in-kind contributions to a candidate are reported on the M102 (see next page).

Candidates who don't plan to raise or spend ANY money can file an [M109](#) with my office that replaces the required filings before and after the election. These candidates will still file a year-end report every year.

When you return your nomination papers the Registrar will review your signatures and the Town Clerk will notify you when you have been certified as a candidate. Once you are a candidate you can begin to raise money if you wish. I urge Candidates to read the guides to understand the rules, but some highlights are:

- Money received by a candidate or committee must be held in a separate fund
- Committees are not required, but strongly encouraged
- In-kind contributions (non-cash donations of professional services or material items) are subject to the same limits as cash contributions and must be reported
- Loans are contributions and subject to the contribution limits, however candidates may make loans to their campaign without limit

I encourage you or your treasurer to call OCPF directly at 617-979-8300 or to call or email me any time you have questions. The next page summarizes the M102 reporting for candidates who are spending money.

### **M102 reports**

Candidates on the ballot must file a report 8 days before the election and 30 days after unless they have filed an M109. If a candidate who filed an M109 spends or receives funds, they must file an M102.

Candidates with a committee:

- Indicate the beginning and end date for the filing (instructions below)
- Check 8<sup>th</sup> day preceding or 30 day after election
- Complete both the Candidate and Treasurer section at the top
- Complete the summary section and the required schedules
- Treasurer must sign and date
- Check Candidate with Committee and sign and date

Candidates without a committee:

- Indicate the beginning and end date for the filing (instructions below)
- Check 8<sup>th</sup> day preceding or 30 day after election
- Complete the Candidate section at the top
- Complete the summary section and any required schedules
- Check Candidate without Committee and sign and date

### **Correctly Dating the M102**

- Beginning date will be January 1, 2023 for candidates who have filed previously.
- First time candidates will use the date you organize your committee.
- The due date is fixed, but you have the option of stopping the reporting period 10 days earlier to reconcile your records.
- If you choose to report receipts and expenditures after the Ending Date, but be sure your next filing starts with the end date of the previous filing.
- You must account for every calendar day in the year.
- The date you sign is not connected to the other dates.

8 <sup>th</sup> day preceding election	Due Date: 3/24
Beginning Date: 1/1	Ending Date: 3/14 (or later)
30 <sup>th</sup> day after election	Due Date: 5/1
Beginning Date: 3/15	Ending Date: 4/21 (or later)
Year-end report	Due Date: 1/20/24
Beginning Date: 4/22	Ending Date: 12/31 (always)

OCPF reviews, in about 45 minutes via Zoom, the state's campaign finance law reporting requirements for local candidates.

### **What's covered?**

- Financial activity (raising and spending money).
- Tips for successful filing, and problems to avoid.
- We answer your questions.

### **Dates**

Thursday, Dec. 15, 12 p.m. (noon)

Friday, Dec. 16, 9 a.m.

Friday, Jan. 27, 9 a.m.

Tuesday, Feb. 7, 6 p.m.

Friday, Feb. 17, 9 a.m.

Monday, March 20, 12 p.m. (noon)

*Additional training dates will be added for April - July*

### **How?**

Click the register button below. Choose "candidates filing with their local election official" training dates. You will receive the Zoom login information by email.

[\*\*REGISTER\*\*](#)

OCPF@mass.gov / 617-979-8300 / [www.ocpf.us](http://www.ocpf.us)

On the OCPF website

[Guide for Municipal Candidates](#)

[Guide for Candidates Without a Committee](#)

[Guide for Municipal Treasurers](#)

[M102 – form to report campaign contributions and spending](#)

[M102 – illustrated guide](#) [M102 basic instructions](#)

[There are helpful, short videos.](#) You are a municipal candidate who files locally, so scroll down to that section to see explanations about reporting loans, correcting mistakes on forms already filed, and paying people back for campaign expenses.

[All the municipal candidate forms](#)